



Job Announcement

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Opening Date:**Job Title:** Drug Court Coordinator**PIN:****Location:****Closing Date:****Position Type:** Temporary Full Time**FLSA Status:****Grade/Salary Range:****Financial Disclosure:** Yes

Essential Functions: Under the auspices of the Office of Problem Solving Courts of the Administrative Offices of the Court, and general direction of the Drug Court Judge and the Administrative Clerk, the Drug Court Coordinator will be responsible for overall planning, management oversight and daily operations of the Drug Court program. Major responsibilities include planning, developing and evaluating the components of the Drug Court; acting as management liaison among the Drug Court, legal representatives, contributing agencies and program participants and responsibility for the efficient, daily operation of the Drug Court to include but not limited to budgets, grants, financial reports, and data collection for program evaluation and management reports.

Education: Bachelor's Degree from an accredited college or university in public or court administration, business management or related field.

Experience: Three years of progressively responsible administrative experience to include project or program management, in the field of addictions, human/family services, health services, public safety or law enforcement.

Preferred: Experience and knowledge of the operations of both the District and Circuit Court systems of Maryland. Working knowledge of the Maryland Rules of Procedure.

Skills/Abilities: Knowledge of program administration and principles of management. Knowledge of accounting principles related to the budgeting and management of program funds. Ability to communicate effectively, to facilitate meetings, give presentations, lobby outside organizations for funding and to compose grant proposals. Ability to develop and foster a spirit of team work to improve the quality of the drug treatment court when working with teams and committees and to bring people from different agencies together to accomplish the goals of the program. Ability to exercise a high degree of confidentiality, judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel, service providers, and the public. Ability to apply statutory requirements and to understand and comply with state and federal confidentiality laws concerning medical treatment. Excellent interpersonal and writing skills and ability to maintain good long-term working relationships within and outside the Judiciary. Must have a valid Maryland driver's license. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.